



HUMAN RESOURCES COORDINATOR

The Village of Wheeling seeks applicants for the position of full-time Human Resources Coordinator to coordinate and administer a variety of human resources functions.

The HR Coordinator is a professional position that administers functions such as recruitment and selection, new hire orientation, employee health plan and benefits, employee newsletter, centralized personnel files and FMLA. The position performs related research and analysis and general support, and assists in interpreting and communicating HR policies and procedures. The position reports to the Assistant Village Manager, and works with department heads, employees, vendors, outside agencies and the general public.

A strong customer/citizen service orientation is a must with the ability to interact positively with others. Requires bachelor's degree with major coursework in personnel management or related, plus a minimum 3 years of experience in personnel, human resources, labor relations or benefits administration. PHR certification preferred. An equivalent combination of related experience and education may be considered. Starting salary range is \$61K - \$86K + excellent benefits.

For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter to the Assistant Village Manager, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email hr@wheelingil.gov, or fax at (847) 459-7008. Position is open until filled. EOE